



CERTIFIED MEDICAL ASSISTANTS AMBULATORY CARE SERVICES

POSITION: LAC+USC Medical Center's Ambulatory Care Services has positions available for Certified Medical Assistants (CMA) in our Patient Centered Medical Homes. We are seeking highly motivated candidates who are interested in working in our Adult, Pediatric, and Geriatric Clinics.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Assists with patient care and coordination as a member of the Patient Center Medical Home (PCMH) team; including working in designated patient resource centers and documenting data in the I2I Registry and other databases.
- Greets patients at reception desk or counter, answers phones, schedules appointments, completes appropriate forms or records, files and retrieves documents, and assists patients in ambulation and transfers.
- Performs venipuncture or skin puncture to draw blood; administers limited intradermal subcutaneous or intramuscular injections; performs skin tests; and administers medication orally.
- Performs non-invasive screening tests, including, but not limited to, electrocardiograms.
- Performs simple Point of Care Testing (POCT) that are typically performed in a medical office
- Coordinates and maintains inventory control for medical and laboratory supplies and materials to ensure efficient flow of operations. Stocks and orders supplies as necessary.

DESIRABLE QUALIFICATIONS:

- Ability to work well in a team based setting
- Effective interpersonal and organizational skills

Candidates must be currently on a DHS CMA item or reachable on the DHS CMA Exam Certification List. Interested candidates need to submit a brief cover letter indicating their area of interest, a current resume, along with the last two years of time records and last two years performance evaluations to:

Nurse Recruitment & Retention Center
Inpatient Tower Room C2C112
1200 North State Street, LA, CA 90033
Phone: (323) 409-4664
Fax: (323) 441-8039
EOE/Posted 10/25/13

Resumes will be accepted until the needs of the service area are met.